BROWNSVILLE PUBLIC UTILITIES BOARD

Request for Competitive Sealed Proposals

FOR

SECURITY ALARM SYSTEM AT PRE-TREATMENT, ROBINDALE, & SOUTH WASTEWATER TREATMENT PLANT BUILDINGS

P044-19

Proposal Due: July 10, 2019 by 5:00 PM
Proposal Acknowledgement: July 11, 2019 at 10:30 AM
LEGAL NOTICE
AND
REQUEST FOR PROPOSALS
P044-19

RESPONDENTS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

The Brownsville Public Utilities Board (BPUB) will accept sealed Proposals for Fire Alarm and Security Access and Monitoring System, until 5:00 PM, July 10, 2019 in the Brownsville PUB Purchasing Office, 1495 Robinhood Drive, Brownsville, Texas. Any responses received after this time shall not be considered and will not be opened. Facsimile and email responses are not acceptable when responding to this Request for Proposals.

Proposals will be publicly acknowledged on July 11, 2019 at 10:30 AM. Firms are invited to attend the acknowledgement at the Brownsville PUB, Purchasing Office.

Detailed specifications may be obtained at Brownsville PUB Purchasing Office, 1495 Robinhood Drive, Brownsville, Texas or at the following website http://www.brownsville-pub.com/departments/purchasing-department/rfps-bids. A non-mandatory pre-bid meeting will be held in the Brownsville PUB Purchasing Department, 1495 Robinhood Drive, Brownsville, TX at 10:00 AM, Tuesday, June 25, 2019.

Please send one (1) paper original and one (1) paper copy (entire proposal) of the proposal and identify each as an original or copy accordingly, mark on the outside of the envelope and on any carrier’s envelope: "SEALED PROPOSAL FOR SECURITY ALARM SYSTEM AT PRE-TREATMENT, ROBINDALE, & SOUTH WASTEWATER TREATMENT PLANT BUILDINGS, P044-19, JULY 10, 2019, 5:00 PM", and send to the attention of Diane Solitaire, Purchasing Department, 1495 Robinhood Drive, Brownsville, Texas 78521.

The BPUB will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed proposals to the Brownsville Public Utilities Board, Purchasing Office by the given deadline above.

The BPUB reserves the right to reject any or all proposals and to waive irregularities contained therein and to accept any proposals deemed most advantageous to the BPUB. BPUB reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by BPUB. BPUB reserves the right to evaluate the responses submitted, or to reject any or all submittals should it be deemed in BPUB’s best interest. BPUB reserves the right to negotiate with any, all or none of the
Respondents.

Any Proposal may be withdrawn prior to the above-scheduled time for the opening of Proposals or authorized postponement thereof. All timely proposals become the property of the BPUB upon receipt and shall not be returned. Any information deemed to be confidential by respondent should be clearly noted on the page(s) where the confidential information is contained. BPUB, however, cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas law, or pursuant to a Court Order.

Diane Solitaire
Brownsville Public Utilities Board
(956) 983-6366 - Phone
(956) 983-6367 - Fax
Please submit this page upon receipt

ACKNOWLEDGEMENT FORM

SECURITY ALARM SYSTEM AT PRE-TREATMENT, ROBINDALE, & SOUTH
WASTEWATER TREATMENT PLANT BUILDINGS

P044-19

For any clarifications, please contact Hugo E. Lopez at Brownsville PUB Purchasing Department at (956) 983-6375 or (956) 983-6364 or via e-mail: hlopez@brownsville-pub.com

Please fax or mail this page upon receipt of the RFP package or legal notice. If you only received the legal notice and you want the RFP package mailed please provide a method of shipment with account number in the space designated below.

Check one:

( ) Yes, I will be able to send a RFP; obtained RFP package from website.

( ) Yes, I will be able to send a RFP; please email the RFP package.
   Email: ____________________________

( ) Yes, I will be able to send a RFP; please mail the RFP package using the carrier & account number listed below:
   Carrier: ____________________________
   Account: ____________________________

( ) No, I will not be able to send a RFP for the following reason:
   ____________________________________
   ____________________________________

If you are unable to send your proposal, kindly indicate your reason above and return this form via email to hlopez@brownsville-pub.com or fax to: (956) 983-6367. This will ensure you remain active on our vendor list.

Date ______________

Company: ____________________________________________

Name: ____________________________________________

Address: ____________________________________________

City: ______________ State: ______________ Zip Code: ______________

Phone: __________________ Fax: __________________

Email:

IF SPECIFICATIONS ARE DOWNLOADED FROM WEBSITE PLEASE FAX THIS PAGE TO NUMBER LISTED ABOVE
ETHICS STATEMENT (THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED WITH BID RESPONSE)

The undersigned Firm, by signing and executing this proposal, certifies and represents to the Brownsville Public Utilities Board that Firm has not offered, conferred or agreed to confer any pecuniary benefit, as defined by (1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this proposal; the Firm also certifies and represents that they have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient’s decision, opinion, recommendation, vote or other exercise of discretion concerning this proposal, the Firm certifies and represents that they have neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Brownsville Public Utilities Board concerning this proposal on the basis of any consideration not authorized by law; the Firm also certifies and represents that they have not received any information not available to other Firms so as to give the undersigned a preferential advantage with respect to this proposal; the Firm further certifies and represents that they have not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Firm will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Brownsville Public Utilities Board in return for the person having exercised their person’s official discretion, power or duty with respect to this proposal; the Firm certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the Brownsville Public Utilities Board in connection with information regarding this proposal, the submission of this proposal, the award of this proposal or the performance, delivery or sale pursuant to this proposal.

THE FIRM SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE BROWNSVILLE PUBLIC UTILITIES BOARD, ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDINGS, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY NEGLIGENT ACTS OR OMISSIONS OF CONTRACTOR OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF CONTRACTOR IN THE EXECUTION OR PERFORMANCE OF THIS PROPOSAL.

I have read all of the specifications and general proposal requirements and do hereby certify that all items submitted meet specifications.

COMPANY: _______________________________________

AGENT NAME: ________________________________

AGENT SIGNATURE: ________________________________

ADDRESS: _________________________________________

CITY: ________________________________

STATE: ________________________________ ZIP CODE: ________________

TELEPHONE: ________________________ TELEFAX: ________________________

FEDERAL ID#:_____________________AND/OR SOCIAL SECURITY #: ________________

DEVIAIONS FROM SPECIFICATIONS IF ANY:

NOTE: QUESTIONS AND CONCERNS FROM PROSPECTIVE CONTRACTORS SHOULD BE RAISED WITH OWNER AND ITS CONSULTANT (IF APPLICABLE) AND RESOLVED IF POSSIBLE, PRIOR TO THE PROPOSAL SUBMITTAL DATE. ANY LISTED DEVIATIONS IN A FINALLY SUBMITTED PROPOSAL MAY ALLOW THE OWNER TO REJECT A PROPOSAL AS NON-RESPONSIVE.
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED WITH BID RESPONSE)

Name of Entity: ____________________________________________________

The prospective participant certifies to the best of their knowledge and belief that they and their principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency:

Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and have not within a three year period preceding this application/proposal had one or more public transactions (Federal, State, Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Section 1001, a false statement may result in a fine up to a $10,000.00 or imprisonment for up to five (5) years, or both.

____________________________________________
Name and Title of Authorized Representative (Typed)

____________________________________________  _________________
Signature of Authorized Representative                Date

☐ I am unable to certify to the above statements. My explanation is attached.
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who
has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the
vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the
records administrator of the local governmental entity not later than the 7th business day after the date the vendor
becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An
offense under this section is a misdemeanor.

1. Name of vendor who has a business relationship with local governmental entity.

2. Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated
completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which
you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3. Name of local government officer about whom the information is being disclosed.

   Name of Officer

4. Describe each employment or other business relationship with the local government officer, or a family member of the
   officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer.
   Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form
   CIQ as necessary.

   A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income,
      other than investment income, from the vendor?

      Yes   No

   B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction
      of the local government officer or a family member of the officer AND the taxable income is not received from
      the local governmental entity?

      Yes   No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or
   other business entity with respect to which the local government officer serves as an officer or director, or holds an
   ownership interest of one percent or more.

6. Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts
   as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1)

7. Signature of vendor doing business with the governmental entity

Form provided by Texas Ethics Commission
www.ethics.state.tx.us
Revised 1/30/2015
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/html/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:
(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
(B) a transaction conducted at a price and subject to terms available to the public; or
(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by and reporting to that agency.

Local Government Code § 176.003(a)(2)(A) and (B):
(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:
   (2) the vendor:
       (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income other than investment income that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that:
           (i) a contract between the local governmental entity and vendor has been executed;
           or
           (ii) the local governmental entity is considering entering into a contract with the vendor;
       (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:
           (i) a contract between the local governmental entity and vendor has been executed; or
           (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1):
(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:
   (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
   (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
   (3) has a family relationship with a local government officer of that local governmental entity.
   (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
       (1) the date that the vendor:
           (A) begins discussions or negotiations to enter into a contract with the local governmental entity;
           or
           (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
       (2) the date the vendor becomes aware:
           (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
           (B) that the vendor has given one or more gifts described by Subsection (a); or
           (C) of a family relationship with a local government officer.

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 1/30/2015
FORM CHECKLIST

The following forms are be submitted as a part of the bid document

<table>
<thead>
<tr>
<th>NAME</th>
<th>FORM DESCRIPTION</th>
<th>SUBMITTED WITH BID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>YES</td>
</tr>
</tbody>
</table>

Legal Notice

- Acknowledgement Form
- Debarment Certification
- Ethics Statement
- Conflict of Interest Questionnaire
- W9 or W8 Form
- Direct Deposit Form

Special Instructions

- Bid Schedule/Cost sheet completed and signed
- Cashier Check or Bid Bond of 5% of Total Amount of Bid (if applicable)
- OSHA 300 Log (if applicable)
- Contractor Pre-Bid Disclosure completed, signed and notarized (if applicable)
- Sub-Contractor Pre-Bid Disclosure completed, signed, and notarized (if applicable)

References

- Complete the Previous Customer Reference Worksheet for each reference provided

Addenda

Prospective Bidders are respectfully reminded to completely read and thoroughly respond to the BPUB Instructions for Bidders and Pre-Bid Disclosure Statement. When BPUB evaluates the Bids, it reviews indices regarding the prospective contractors’ responsibility to perform the project based upon prior job performances for BPUB and other public owners. Additionally, BPUB carefully reviews the prospective contractors’ responsiveness to the BPUB Bid Advertisement. Bidders should thoroughly check their submittal for completeness prior to responding to BPUB.

Do not imbalance your Bid line items to overload portions of the work. Remember to answer all written questions in the Pre-Bid Disclosure Statement and then notarize it when signing. Bidders are often required to submit OSHA 300 Logs from prior job performance records as well. BPUB can, has, and will reject Bids that fail the responsibility and/or responsiveness standards so as to protect the integrity of the bidding process for all participants. The Bidding community’s compliance with these guideline standards will be appreciated by the BPUB.
REQUEST FOR PROPOSAL
Security Alarm System at Pre-Treatment, Robindale, & South Wastewater Treatment Plant Buildings

GENERAL BACKGROUND
BPUB is located in the City of Brownsville, Texas, on the U.S.-Mexico border near the Gulf of Mexico. BPUB provides electric, water and wastewater services to the City and the surrounding area.

BPUB was created and established by Article VI of the City Charter in 1960 as a separate and distinct agency of the City of Brownsville. BPUB has authority to control, manage, and operate the utility system. The existing electric customer service area encompasses approximately 133 square miles of Cameron County. The water and wastewater service areas include the City and most of the surrounding area.

BPUB executive management includes a General Manager/Chief Executive Officer, an Assistant General Manager/Chief Operating Officer, and a Chief Financial Officer, who are responsible for specific divisions. The BPUB workforce is comprised of 615 budgeted positions. BPUB’s fiscal year is a 12-month period from October 1 through September 30.

SCOPE
Brownsville PUB seeks to establish a contract with an entity to provide Security Access and Monitoring System at Pre-Treatment Plant, Robindale Wastewater Treatment Plant, and South Wastewater Treatment Plant in Brownsville, Texas. Turnkey job to upgrade the current security access and monitoring system and to improve the safety and asset protection, and to meet code requirements. The objective is to maintain a professional security presence for the well-being of employees, customers, visitors, assets of the facilities, and to any facilities that may be added to the contract by BPUB. Labor to remove, replace, and test the existing system components, security components, and external and internal cameras for improved safety and asset protection, and to meet code requirements, in accordance with the specifications contained in this Request for Proposal (RFP).

MINIMUM QUALIFICATIONS
The proposing Firm must:

a. Demonstrate experience in the following:
   (1) Best practices in Security Access and Monitoring System.
   (2) Providing Security Access and Monitoring System to similar type of businesses as BPUB.
   (3) Ability to work collaboratively and to provide timely, high-quality, and cost-effective services and results.
b. Demonstrate sufficient capacity, resources and experience to provide a Security Access and Monitoring System as required in the RFP.

**SCOPE OF SERVICES FOR PRE-TREATMENT PLANT**

The scope of services include, but may not be limited to, the following:

a. Installation of a Security Access and Monitoring System as follows:

- **Access Control Equipment:**
  (a) Honeywell LYNX 5210 Commercial Wireless Alarm system to include the following:
    (i) 2 Door sensors  
    (ii) 6 Glass break window sensors  
    (iii) 2 Motion sensor  
    (iv) 12V battery system  
    (v) 1 Back up battery system, window sticker, and yard sign  
    (vi) Installation with one year warranty

- **CTV:**
  (a) Hikvision CCTV System to include the following:
    (i) HIK-4 DVR 2TB with web Browser & client software  
    (ii) Remote access  
    (iii) 4 each HD8 outdoor dome color camera  
    (iv) 4 each CPS channel power supply  
    (v) COA cables and BNC terminals (Up to 8)  
    (vi) Labor and installation with 3 Years warranty

- **PDK Cloud Based Controller Door Access System** to include the following:
  (i) 3 Card readers/keypads  
  (ii) 3 Magnetic locks, back light keypad base  
  (iii) 2 or 3 PIR Exit  
  (iv) 2 or 3 Power supply, 2 or 3 back up battery 7.5 amps, and 16/2 wiring  
  (v) Installation and labor with 1 Year warranty

- Firm is responsible for all the necessary material, equipment, and labor to perform the services.
  (a) One (1) year warranty for labor and equipment related to the project is required

**SCOPE OF SERVICES ROBINDALE WASTEWATER TREATMENT PLANT**

The scope of services include, but may not be limited to, the following:

b. Installation of a Security Access and Monitoring System as follows:

- **Access Control Equipment:**
(a) PDK Cloud Based controller Door Access System to include the following:
   (i) 2 Card readers/keypad
   (ii) 2 Magnetic locks, black light keypad base
   (iii) 2 PIR to Exit
   (iv) 2 Power supply and 2 Back up batteries 7.5 amps, 16/2 wiring
   (v) Installation and Labor with one year warranty

- Hikvision 4 Channel Camera system to include the following:
  (i) HIK-4 channel NVR 1TB with web browser & client software, remote access, smartphone app
  (ii) 2 HD4 outdoor color camera, CPS four channel power supply
  (iii) 2 POE switch,
  (iv) 4 APT four access points, COA Cat5 cabling
  (v) BNC terminal (Up to 8)
  (vi) Labor, installation, and Programming with 3 years warranty

- PDK cloud base Gate Access system to include the following:
  (i) 2 Card readers/Keypad systems
  (ii) 2 Cloud node controllers
  (iii) 1 Back up battery 7.5 amps, and Phone App.
  (iv) Installation with one year warranty

- Firm is responsible for all the necessary material, equipment, and labor to perform the services.
  (a) One (1) year warranty for labor and equipment related to the project is required.

**SCOPE OF SERVICES FOR SOUTH WASTEWATER TREATMENT PLANT**

The scope of services include, but may not be limited to, the following:

c. Installation of a Security Access and Monitoring System:

- Access Control Equipment:
  (a) PDK Cloud Based controller Door Access System to include the following:
    (i) 2 Card readers/keypad
    (ii) 2 Magnetic locks, black light keypad base
    (iii) 2 PIR to Exit
    (iv) 2 Power supply and 2 Back up batteries 7.5 amps, 16/2 wiring
    (v) Installation and Labor with one year warranty
  - Hikvision 4 Channel Camera system to include the following:
    (i) HIK-4 channel NVR 1TB with web browser & client software, remote access, smartphone app
    (ii) 2 HD4 outdoor color camera, CPS four channel power supply
    (iii) 2 POE switch,
    (iv) 4 APT four access points, COA Cat5 cabling
    (v) BNC terminal (Up to 8)
(vi) Labor, installation, and Programming with 3 years warranty

- PDK cloud base Gate Access system to include the following:
  (i) 2 Card readers/Keypad systems
  (ii) 2 Cloud node controllers
  (iii) 1 Back up battery 7.5 amps, and Phone App.
  (iv) Installation with one year warranty

- Firm is responsible for all the necessary material, equipment, and labor to perform the services.
  (a) One (1) year warranty for labor and equipment related to the project is required.

**PROPOSAL SUBMISSION REQUIREMENTS**

a. It is the proposing Firm's responsibility to provide all required information, including required attachments. No information beyond that specifically requested is required, and proposing Firms are requested to keep their submissions to the shortest length consistent with making a complete presentation of qualifications. Unless otherwise indicated, a proposal that does not provide all of the information requested below may be rejected.

b. The proposals must follow all formats and address all portions of the RFP set forth herein providing all information requested.

c. To this end, the proposing Firm shall complete and/or submit the following documents as part of the sealed proposal package presented in the following format and order:

1. All proposals must be:
   (a) Clearly legible;
   (b) Sequentially page-numbered and include the proposing Firm's name at the top of each page;
   (c) Organized in the sequence outlined following the Table of Content as listed in the RFP proposal format;
   (d) Correctly identified with the RFP number and submittal deadline; responsive to all RFP requirements;
   (e) Typed on 8½ by 11 paper;
   (f) In Arial or Times New Roman font, size 12 for normal text, no less than size 10 for tables, graphs, and appendices;
   (g) Bound; and
   (h) Submitted as one (1) paper original (entire document); two (1) paper copy (entire document). Proposals may not include materials or pamphlets not specifically requested in this RFP.

2. Proposal Format
   (a) The proposals must be structured, presented, and labeled in the following manner:
      (a) Tab 1 – Table of Contents
      (b) Tab 2 – Executive Summary
      (c) Tab 3 – Project Work Plan
d. Failure to follow the specified format, label the responses correctly, or address all of the subsections may, at the BPUB’s sole discretion, result in the rejection of the Proposal. Proposals should not contain extraneous information. All information presented in a Proposal must be relevant in response to a requirement of this RFP, must be clearly labeled, and, if not incorporated into the body of the Proposal itself, must be referenced to the appropriate place within the body of the Proposal. The Proposal pages shall be numbered, and each section (tab) labeled.

e. Format and Content

Proposals must be organized as follows:

1. **TAB 1: TABLE OF CONTENTS** – Identify each major section (tab), all pages are to be numbered.

2. **TAB 2: EXECUTIVE SUMMARY** – An Executive Summary of no more than four (4) pages should be included with the first page dedicated to describing how the Firm meets the minimum qualifications of this RFP, and the remaining three pages identifying and substantiating the basis of the contention that the Firm is the best qualified to provide the requested services for the BPUB. Please address what the Firm offers to the BPUB that competing Firms cannot offer. Include the location of the office at which the services to be provided hitherunder will be performed.

3. **TAB 3: PROJECT WORK PLAN** –
   a. Provide the legal entity name for the Firm. Provide the proposal contact name, phone number, and email address. State physical address(es) from which proposing Firm operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.
   b. Describe the Firm’s proposed processes and methodologies for providing all components included but not limited the scope of services.
   c. Provide a detailed description/plan of how services will be transitioned from current operations to ensure a smooth, seamless transition which is of critical importance to BPUB.
   d. Provide a sample security system and how it would be implemented at BPUB.
(e) Include the Firm’s approach to ensuring a complete security system is in place with the available resources and with what your security company is prepared to offer, taking into account the facility layout and security roving patrol.

(f) Describe the proposing Firm’s available resources and how these would enhance the security system services provided. Indicate per resource if these resources are included in the total price proposal or if they represent an additional cost BPUB.

(4) **TAB 4: QUALIFICATIONS** –
   (a) Describe the firm’s qualifications and experience in providing past and present installation of a Security Access and Monitoring System (brief company history). Proposing Firm must show proof of providing installation of a Security Access and Monitoring System for a minimum of five (5) years.
   (b) Complete and detailed description of the proposing Firm’s qualifications and experience relative to the services described herein. Include proof of required certifications.
   (c) Provide an organizational chart depicting the size and structure of the local servicing office and any regional support if applicable.
   (d) Provide a listing of proposing Firm’s management and staff personnel to be used for this account, designated by discipline and detailing qualifications and experience relative to security access and monitoring system service. Include proof of required certifications.

(5) **TAB 6: BACKGROUND AND EXPERIENCE** -
   (a) Provide at least three (3) references with current clients and/or past clients.
   (b) The following information must be included for each reference: entity name, client contact information (name, title, phone and email), scope of work performed identified, and installation of a security system service start and end date. BPUB reserves the right to contact references, current or former clients to validate background and experience.

(6) **TAB 7: PRICE** -
   (a) Complete the BPUB Pricing Proposal Form by providing your best proposed prices based on BPUB scope of service provided and place the form behind this tab. The Pricing Proposal Form is found in Exhibit A of the RFP.

(7) **TAB 8: Value Added Benefits** –
   (a) Describe any services or deliverables that are not required by the RFP that the respondent proposes to provide at no additional cost to BPUB. Firms are not required to propose value-added benefits, but inclusion of such benefits may result in a more favorable evaluation.
(8) **TAB 9: CERTIFICATIONS AND OTHER REQUIRED FORMS** - Complete, sign, and submit all certifications and other required forms as listed below and place behind this TAB:

(a) Proposal Acknowledgement Form (submit this page upon receipt, can include copy in the Proposal)
(b) Ethics Statement
(c) Conflict of Interest Questionnaire
(d) W9 or W8-BEN
(e) Insurance Requirements - Evidence of policy, or ability to obtain a professional liability (E&O) policy must be submitted in order to be considered. The Firm will be required to have a professional liability policy with a minimum limit of $1,000,000.
(f) Certified Statement - Certified statement that the Firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local agency. This form must be submitted in order to be considered. (Page 5)

**EVALUATION PROCEDURE AND CRITERIA**

All proposals must be completed and convey all of the information requested in order to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, Brownsville PUB alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable; and therefore, a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award. Only the information provided with the proposal, subsequent discussions and clarifications provided in writing, and the proposer's written Best and Final Offer, is used in the evaluation process and award determination. Only these criteria will be considered on the award determination. Only these criteria will be considered on the award determination. This statement of qualifications will be evaluated by a review panel on the basis of the criteria listed below. Relative weights of each criterion are listed. Only these criteria will be considered in the award determination. Rate x Weight = Total score. Total possible points equal 100.

Rating: Based on points awarded, ranging from 1(worst) to 5 (best)
Weight: Based on points awarded, ranging from 1(least important) to 5 (most important)
Total: Total Points = Rating X Weight

a. A BPUB committee will review the proposals submitted in response to this request and will make recommendations. The BPUB committee will review all proposals in light of the following major evaluation criteria with corresponding weights:

(1) Project Work Plan, weight, 5;
(2) Qualifications, weight, 5;
(3) Key Personnel, weight, 4;
(4) Background and Experience, weight, 4, and
(5) Price, weight, 2.
b. Finalist Firms may be required to conduct a presentation of their proposals. Presentations may encompass, but are not limited to, past projects and demonstration of ability to understand and design based on client needs.

c. Please be advised that cost will not be the sole determining factor in BPUB's selection of a consulting Firm. The decision to conduct interviews or check references of, individual Firms, all Firms, or no Firms is at the sole discretion of BPUB.

**PROPOSAL INFORMATION**

a. All proposal envelopes shall contain one (1) paper original (entire document) and one (1) paper copy (entire document). The original proposals will be opened and only the Firm’s name read aloud at the BPUB Purchasing Office located at 1495 Robinhood Drive, Brownsville, Texas. All proposals will be managed by BPUB in a manner that avoids disclosure of the contents to competing firms and keeps the proposals confidential during any negotiations. All proposals will be open for public inspection as stated in the open records act, after the contract is awarded; however, trade secrets and confidential commercial or financial information in the proposals specifically identified by the firms will not be open for public inspection. Accordingly, all pages in the proposal that the Firm considers to be proprietary and confidential should be appropriately marked.

b. Candidates must guarantee their Original Proposal or subsequently clarified proposal for at least ninety (90) days from the Original Proposal opening date. To obtain the best and final offers, the BPUB may require written clarifications and explanations of Firm proposals after Original Proposal submissions when certain candidates have been selected for interviews. The BPUB will not be liable for any of the Firm’s costs or expenses incurred in preparation or presentation of the Proposal(s). The BPUB also reserves the right to conduct a pre-award survey, or to require other evidence of technical, production, managerial, financial, or other abilities prior to the award of the contract.

c. To ensure that the award is made to the Firm whose proposal best meets the needs of the BPUB, discussion may be conducted with the top three (3) rated Firms at BPUB’s discretion. The BPUB may require more than one meeting be held with the top three (3) rated Firms. After the meeting(s), five (5) working days will be allowed for the Firms to submit all requested additional information and explanations in writing, which shall be deemed a part of their final offer. The Firm shall submit with such clarifications and explanations any revised projected schedule. The Firms shall be treated fairly and equally with respect to any and all opportunities for discussion, clarification, and explanation of proposals.

d. Any Firm may be required, at the option of the BPUB, to demonstrate successful performance of similar services. The services to be demonstrated shall have similar functional and performance characteristics as those required in these specifications. The potential demonstration(s) shall occur at a mutually agreed upon time and location.

e. The BPUB will follow Texas Local Government Code procurement procedures found at: Sections 252.021(b)(c); 252.041(b); 252.042; 252.043(h); 252.049(b).
f. Direct any questions to Hugo E. Lopez, Purchasing Department, by phone at (956) 983-6375 or by email at hlopez@brownsville-pub.com.

INSTRUCTIONS TO RFP RESPONDENTS
a. Firms must submit one (1) signed paper original (entire document) and one (1) paper copy (entire document) of the proposal in a sealed package. Proposals shall be submitted to the BPUB Purchasing Office, 1495 Robinhood Drive, Brownsville, Texas, no later than 5:00 PM on July 10, 2019.

b. Sealed envelope must be clearly labeled as follows:

Brownsville Public Utilities Board
Attention: Diane Solitaire
1495 Robinhood Drive
Brownsville, TX 78521

P044-19 Security Alarm System at Pre-Treatment, Robindale, & South Wastewater Treatment Plant Buildings,
Due: July 10, 2019, 5:00 PM

CONTRACT WITH FIRM/ENTITY INDEBTED TO BPUB
It is a policy of the BPUB to refuse to enter into a contract or other transaction with an individual, sole proprietorship, joint venture, Limited Liability Company or other entity indebted to BPUB.

FIRM REPRESENTATIVE
The successful Firm agrees to send a personal representative with binding authority for the company to the BPUB upon request to make adjustments and/or assist with coordination of all transactions as needed.

VENDOR ACH (DIRECT DEPOSIT) SERVICES
The Brownsville PUB has implemented a payment service for vendors by depositing the payment directly to the vendor’s bank account. Successful vendor(s) will be required to receive payments directly through Automated Clearing House (ACH) in lieu of a paper check. Return the Direct Deposit Authorization Form with the bid response. The awarded vendor must agree to receive payments via ACH (Direct Deposit).

TAX IDENTIFICATION NUMBER (TIN)
In accordance with IRS Publication 1220, Aw9 form, or a W8 form in cases of a foreign vendor, will be required of all vendors doing business with the Brownsville PUB. If a W9 or W8 form is not made available to Brownsville PUB, the first payment will be subject to income tax withholding at a rate of 28% or 30% depending on the U.S. status and the source of income as per IRS Publication 1220. The W9 or W8 form must be included with proposal response. Attached are sample forms.

TAXES
The BPUB is exempt from Federal Excise Tax, State Sales Tax and Local taxes. Do not include tax in the proposal. If it is determined that tax was included in the proposal, it will not be included in the tabulation or any awards. Tax exemption certificates will be furnished upon request.

**SIGNING OF PROPOSAL**
Failure to manually sign proposal will disqualify it. Person signing proposal should show title or authority to bind their firm to a contract.

**EEOC GUIDELINES**
During the performance of this contract, the Firm agrees not to discriminate against any employee or applicant for employment because of race, national origin, age, religion, gender, marital or veteran status or physically challenging condition.

**WAGE STATEMENT**
On April 16, 2007, the BPUB Board of Directors approved a local “living wage” policy that requires all Contractors and Subcontractors performing 100% Non-Federally funded Work for the BPUB to pay not less than a minimum wage rate of $8.00/hour. The BPUB requires that all Contractors and Subcontractors comply with this policy.

**CONTRACT AND PURCHASE ORDER**
The services shall be performed in Brownsville, Texas. A personal services contract for the services will be placed into effect after evaluation and final approval by BPUB Board of Directors.

The Security Access and Monitoring System shall be installed at the Pretreatment Plant, Robindale Wastewater Treatment Plant and the South Wastewater Treatment Plant in Brownsville, Texas. A contract for the Security Access and Monitoring System will be placed into effect by means of a purchase order issued by the Brownsville Public Utilities Board after tabulation and final approval by the Board.

**BROWNSVILLE PUB RIGHTS**
1. If only one or no proposal is received by “submission date”, the BPUB has the right to reject, re-advertise, accept and/or extend the proposal by up to an additional two (2) weeks from original submission date.
2. The right to reject any/or all proposals and to make award as they may appear to be advantageous to the Brownsville Public Utilities Board.
3. The right to hold proposal for up to 90 days from submission date without action, and to waive all formalities in proposal.
4. The right to extend the total proposal beyond the original 90-day period prior to an award, if agreed upon in writing by all parties (BPUB and vendor/contractor) and if proposer/vendor holds original proposal prices firm.
5. The right to terminate for cause or convenience all or any part of the unfinished portion of the Project resulting from this solicitation within thirty (30) calendar days written notice; for cause: upon default by the vendor/contractor, for delay or non-performance by the vendor/contractor; or if it is deemed in the best interest of the BPUB for BPUB’s convenience.
6. The right to increase or decrease services. In proposal, stipulate whether an increase or decrease in services will affect proposal price.
7. The right to refuse to enter into a contract or other transaction with any individual or entity indebted to the municipality as per Local Government Code 252.0436.

CORRECTIONS
Any interpretation, correction, or change to the RFP will be made by ADDENDUM. Changes or corrections will be issued by the BPUB Purchasing Department. Addenda will be emailed or faxed to all who have returned the Proposal Acknowledgement form. Addenda will be issued as expeditiously as possible. It is the responsibility of the Firms to determine whether all addenda have been received. It will be the responsibility of all respondents to contact the BPUB prior to submitting a response to the RFP to ascertain if any addenda have been issued, and to obtain any all addenda, execute them, and return addenda with the response to the RFP. Addenda may also be posted on the BPUB website.

PROJECTED PROJECT TIMELINE
The BPUB has established the following timeline relating to the selection process. Dates are estimates only and are subject to change.

<table>
<thead>
<tr>
<th>Item</th>
<th>Date(s)</th>
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</thead>
<tbody>
<tr>
<td>RFP issued:</td>
<td>June 17, 2019</td>
</tr>
<tr>
<td>Pre-bid Meeting</td>
<td>June 25, 2019 at 10:00 AM at BPUB Purchasing Department</td>
</tr>
<tr>
<td>Last Day to Submit Questions</td>
<td>July 2, 2019</td>
</tr>
<tr>
<td>Proposal due:</td>
<td>July 10, 2019 by 5:00 PM</td>
</tr>
<tr>
<td>Proposal acknowledgment:</td>
<td>July 11, 2019 at 10:30 AM</td>
</tr>
<tr>
<td>Proposals evaluated:</td>
<td>July 12-19, 2019</td>
</tr>
<tr>
<td>Board Approval:</td>
<td>August 12, 2019</td>
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<tr>
<td>Project start date:</td>
<td>TBD</td>
</tr>
</tbody>
</table>

REFERENCE CHECKS
The BPUB will contact prospective firm’s references by telephone.

RFP IS NOT A BASIS FOR OBLIGATIONS
This request for competitive sealed proposals does not constitute an offer to contract and does not commit the BPUB to the award of a contract to anyone or to pay any costs incurred in the preparation and submission of proposals. The BPUB reserves the right to reject any or all proposals that do not conform to the requirements stated in this document. The BPUB also reserves the right to cancel all or part of this request for proposals for any reason determined by the BPUB to be in the best interest of the rate payers.

RIGHTS TO SUBMITTED MATERIALS
All proposals and material submitted to the BPUB by a firm, in response to this RFP, shall become the property of the BPUB after the proposal submission deadline. The BPUB’s return of the proposals/material will be subject to the requirements of the laws of the State of Texas.

**BUSINESS REQUIREMENTS**
Firms shall respond to each of the items listed below. Proposal shall include for each phase, a detailed description of how the specific phase would be met, including what would be required from the BPUB to meet the specific phase. Respondents must provide a response to each one of these phases. Respondents are encouraged to recommend as part of their proposal additional options, features or measures to help the BPUB meet its objectives on a separate sheet of paper.

**UNAUTHORIZED COMMUNICATIONS**
After release of this solicitation, Proposer’s contact regarding this RFP with members of the RFP evaluation, interview or selection panels, and employees of the BPUB or officials of the BPUB other than the Purchasing Manager or Purchasing Staff is prohibited and may result in disqualification from this procurement process. No officer, employee, agent or representative of the Proposer shall have any contact or discussion, verbal or written, with any members of the BPUB Board of Directors, members of the RFP evaluation, interview, or selection panels, BPUB staff, or directly or indirectly through others, seek to influence any BPUB Board member, BPUB staff regarding any matters pertaining to this solicitation, except as herein provided. If a representative of any Proposer violates the foregoing prohibition by contacting any of the above listed parties with whom contact is not authorized, such contact may result in the Proposer being disqualified from the procurement process.

**INSURANCE REQUIREMENTS**
Brownsville PUB, in its sole discretion, may require at Bidder’s expense certain insurance guaranteeing performance and payment of the services to be provided hereunder and may require at Bidder’s expense to maintain in force certain types of insurance during the time services are being performed. Insurance must be underwritten by companies acceptable to Brownsville PUB and authorized to do business in the State of Texas. True and correct copies must be filed with Brownsville PUB prior to the commencement of performing service hereunder.

A. Service Provider agrees to maintain Worker's Compensation Insurance and Employers’ Liability Insurance to cover all of its own personnel engaged in performing services for BPUB under this Contract in the following amounts:
   - Workmen's Compensation – Statutory
   - Employers’ Liability -- $100,000.00

B. Service Provider also agrees to maintain Commercial General Liability, Business Automobile Liability, and Umbrella Liability Insurance covering claims against Service Provider for damages resulting from bodily injury, death or property damages from accidents arising in the course of work performed under this Contract in the following amounts:
Commercial General Liability
Personal injury and property damage –
$1,000,000.00 combined single limit each occurrence and
$1,000,000.00 aggregate

Business Automobile Liability for all vehicles:

Bodily injury and property damage –
$500,000.00 combined single limit each accident

Excess Umbrella Liability:
$1,000,000.00

C. Service Provider shall add the BPUB and the City of Brownsville, together with
their respective Commissioners, Board Members and employees, as additional
insureds on all required insurance policies, except workers’
compensation/employer’s liability insurance. The insurance certificate(s) shall
provide for thirty (30) calendar days advance notice to BPUB of any policy
cancellation. The Commercial General Liability and Excess Umbrella Liability
Policy shall be of an “occurrence” type policy. The Commercial General
Liability shall also include protection against claims insured by usual personal
injury liability coverage and coverage for contractual liability assumed by Service
Provider.

D. Service Provider shall furnish BPUB with Insurance Certificate(s) at least ten (10)
calendar days prior to field work commencement, which confirm that all required
insurance policies are in full force and effect.

E. BPUB and Service Provider waive all rights against each other and their officers,
directors, agents, or employees for damage covered by any BPUB or construction
contractor property insurance in effect during and after the completion of Service
Provider’s services.
EXHIBIT “A”

COST SHEET
P 044-19

Instructions: Firm shall take into account all incurred expenses and cost of services when filling out the cost sheet and include it in the final proposal. Additional expenses shall be added in the Additional Expenses Section, if applicable.

INSTALLATION OF SECURITY ACCESS AND MONITORING SYSTEM

<table>
<thead>
<tr>
<th>PRE-TREATMENT PLANT</th>
<th>TOTAL COST</th>
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</thead>
<tbody>
<tr>
<td>Turnkey job – Removal of existing system and installation of new Security Access and Monitoring System at Pretreatment Plant, Brownsville, Texas</td>
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<tr>
<td>ADDITIONAL EXPENSES, IF APPLICABLE: (Please List)</td>
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<tr>
<td>Option: Monthly monitoring fee</td>
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<tr>
<th>ROBINDALE WASWATER TREATMENT PLANT</th>
<th>TOTAL COST</th>
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<tbody>
<tr>
<td>Turnkey job – Removal of existing system and installation of new Security Access and Monitoring System at 3208 Robindale Wastewater Treatment Plant, Brownsville, Texas</td>
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<tr>
<td>ADDITIONAL EXPENSES, IF APPLICABLE: (Please List)</td>
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<tr>
<td>Option: Monthly monitoring fee</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>SOUTH WASWATER TREATMENT PLANT</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnkey job – Removal of existing system and installation of new Security Access and Monitoring System at 2800 University Blvd., Brownsville, Texas</td>
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<tr>
<td>ADDITIONAL EXPENSES, IF APPLICABLE: (Please List)</td>
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<tr>
<td>Option: Monthly monitoring fee</td>
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</table>

Company Name: ________________________________

Authorized Company Representative: ________________________________

Authorized Company Representative: ________________________________

Signature – Failure to sign RFP will disqualify it / Date
CONTRACTOR'S PRE-BID DISCLOSURE STATEMENT

All questions must be answered or your bid will be deemed non-responsive and subject to rejection. The data given must be clear and comprehensive. **This statement must be notarized.** If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

1. This Pre-Bid Disclosure Statement is submitted to the Brownsville Public Utilities Board by: __________________________________________________________
   __ a Corporation, __ a Partnership, __ a Texas Joint Venture, or __ an Individual.
   Address: _________________________________________________ Contractor’s #: ________
   City ________________________________ State ________________ Zip Code__________

2. Years in business under present business name: ________

3. Years of experience in construction work of the type called for in this contract as: A General Contractor _____, A Subcontractor _______.

4. What projects has your organization completed? List most recent FIRST.

<table>
<thead>
<tr>
<th>Contract</th>
<th>Type of Work</th>
<th>Date Completed</th>
<th>Owner’s Name and Address</th>
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5. What projects does your organization have under way as of this date?

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6. Have you ever failed to complete any work awarded to you?  
   ___ Yes  ___ No. If "Yes", state where and why. ____________________________________________  
   ____________________________________________________________________________________  
   ____________________________________________________________________________________  
   ____________________________________________________________________________________  

7. Are you at present in any lawsuits involving construction work of any type?  
   ___ Yes  ___ No. If "Yes", explain: ______________________________________________________  
   ____________________________________________________________________________________  
   ____________________________________________________________________________________  
   ____________________________________________________________________________________  

8. Explain in detail the manner in which you have inspected the work and jobsite proposed in this contract:  
   ____________________________________________________________________________________  
   ____________________________________________________________________________________  
   ____________________________________________________________________________________  

9. Explain in detail your plan or layout for performing the work proposed in this contract:  
   ____________________________________________________________________________________  
   ____________________________________________________________________________________  
   ____________________________________________________________________________________  

10. If this contract is awarded to you, your company's office administrative manager for the work will be Mr. (Ms.) ________________________________, and your resident construction superintendent will be Mr. (Ms.) ________________________________.  

11. What experience in this type of work does the individual designated as resident superintendent above have? ________________________________  
   ____________________________________________________________________________________  
   ____________________________________________________________________________________  

12. What portions of the work do you intend to subcontract? ________________________________  
   ____________________________________________________________________________________  
   ____________________________________________________________________________________  
   ____________________________________________________________________________________  

13. What equipment do you own that is available for the proposed work?  

<table>
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<th>Condition</th>
<th>Years in Service</th>
<th>Present Location</th>
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</table>
14. Have you received firm offers from suppliers or manufacturers for all major items of material and/or equipment within the prices totals used in preparing your bid? __ Yes __ No

15. Attach resumes for the principal members of your organization, including the officers as well as the proposed superintendent for the project.

Credit available: $_________________ Bank Reference:________________________________________

Bonding Capacity available: $________________________

The undersigned hereby authorizes and request any person, firm or corporation to furnish any information requested by the Engineer and Owner in verification of the recitals comprising this Pre-Bid Disclosure Statement.

The signatory of this questionnaire guarantees the truth and accuracy of all statements herein made and all answers herein expressed.

Dated this ___ day of ________________, 20___.

By: ________________________________
   Title: ________________________________

STATE OF ___________
COUNTY OF __________

Subscribed and sworn to before me this ___ day of __________, 20___.

____________________________________
Notary Public

My commission expires: ______________
SUBCONTRACTOR'S PRE-BID DISCLOSURE STATEMENT

All questions must be answered or your bid will be deemed non-responsive and subject to rejection. The data given must be clear and comprehensive. **This statement must be notarized.** If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

1. This Pre-Bid Disclosure Statement is submitted to the Public Utilities Board by:

   __ a Corporation, __ a Partnership, __ a Texas Joint Venture, or __ an Individual.
   Address: ______________________________________ Contractor's #: ________
   City ________________________________  State ________________ Zip Code____________

2. Years in business under present business name: ______

3. Years of experience in construction work of the type called for in this contract as: A General Contractor _____, A Subcontractor ________.

4. Have you ever previously worked as subcontractor for this general contractor? __Yes __No; If yes, list three most recent projects in which your company has served as a subcontractor to this general contractor.

5. What projects has your organization completed? List most recent FIRST.

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   ___ Yes  ___ No. If "Yes", explain: _______________________________________________
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9. Explain in detail the manner in which you have inspected the work and jobsite proposed
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10. Explain in detail your plan or layout for performing the work proposed in this contract:
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11. If this contract is awarded to you, your company’s office administrative manager for the
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12. What experience in this type of work does the individual designated as resident
    superintendent above have? ______________________________________________
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15. Have you received firm offers from suppliers or manufacturers for all major items of material and/or equipment within the prices totals used in preparing your bid?
   __ Yes __ No

16. Attach resumes for the principal members of your organization, including the officers as well as the proposed superintendent for the project.

Credit available: $_________________ Bank Reference:_______________________________

Bonding Capacity available: $___________________

The undersigned hereby authorizes and request any person, firm or corporation to furnish any information requested by the Engineer and Owner in verification of the recitals comprising this Pre-Bid Disclosure Statement.

The signatory of this questionnaire guarantees the truth and accuracy of all statements herein made and all answers herein expressed

Dated this ____ day of ______________, 20__.

By: ____________________________
Title: __________________________

STATE OF ______
COUNTY OF ______

Subscribed and sworn to before me this ____ day of __________, 20__.

____________________________________
Notary Public

My commission expires: _____________
Direct Deposit Authorization Form

Dear Vendor,

The Brownsville Public Utilities Board (BPUB) is pleased to provide our vendors with the opportunity to receive payments directly through an Automated Clearing House (ACH). The ACH is an automated process that permits funds to be directly transferred to your financial institution. ACH will alleviate lost checks in the mail, potential mail fraud, and also expedite your payments upon payment terms. Whenever you enroll in ACH, the email address you provide below is automatically set up to receive electronic notifications when BPUB processes an ACH payment for you. If you are interested in this payment option please complete the information requested in this form and fax or mail back as indicated below. All fields are required.

☐ New Application  ☐ Request Change  ☐ Request Cancellation

Vendor Information

Business Name: __________________________

Tax ID Number: __________________________

Remit to Address: __________________________

City: __________  State: ______  Zip Code: __________

Bank Information

Bank Name: __________________________

Bank Routing (ABA) Number (9 digit number): __________________________

Bank Account Number: __________________________

Please enclose one of the following for verification:

☐ Voided Check
☐ Specification form from bank

Check One:

☐ Checking Account
☐ Savings Account

Authorization

__________________________________________
Authorized Signature  Title

Date __________  Telephone Number: __________________________

Electronic Notification E-Mail Address

Mail or Fax to:
Brownsville Public Utilities Board  Attn: Finance Department
P.O. Box 3270  Brownsville, TX  78523-3270
Fax: (956) 574-8117

Page 30
Form W-8BEN-E
Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)

Do NOT use this form for:
- U.S. entity or U.S. citizen or resident
- A foreign individual
- A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the U.S. (unless claiming treaty benefits)
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions)
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 1152, 501(c), 492, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions)
- Any person acting as an intermediary (including a qualified intermediary acting as a qualified derivatives dealer)

Instead use Form:
- W-6
- W-8ECI
- W-8IMY
- W-8BEN (individual) or Form 8233

Part 1  Identification of Beneficial Owner

| 1 | Name of organization that is the beneficial owner |
| 2 | Country of incorporation or organization |

4 Chapter 3 Status (entity type) (Must check one box only):
- Corporation
- Disregarded entity
- Partnership
- Grantor trust
- Complex trust
- Estate
- Private trust
- Private foundation
- International organization
- If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If Yes complete Part III.
- Yes  No

5 Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status.):
- Nonparticipating FFI (including an FFI related to a Reporting IGA Partnership or a deemed-compliant FFI, participating FFI, or exempt beneficial owner).
- Participating FFI.
- Reporting Model 1 FFI.
- Reporting Model 2 FFI.
- Certified deemed-compliant FFI with only low-value accounts. Complete Part VI.
- Certified deemed-compliant FFI.
- Certain investment entities that do not maintain financial accounts. Complete Part IX.
- Owner-documented FFI. Complete Part X.
- Restricted distributor. Complete Part XI.
- Nonreporting IGA FFI. Complete Part XII.
- Exempt from backup withholding. Complete Part XVI.
- Exempt from backup withholding. Complete Part XVI.
- Entity wholly owned by exempt beneficial owners. Complete Part XVI.
- Nonprofit organization. Complete Part XIX.
- Private foundation. Complete Part XIX.
- Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII.
- International organization. Complete Part XIV.
- Exempt retirement plans. Complete Part XV.
- U.S. unincorporated entity. Complete Part XV.
- Entity wholly owned by exempt beneficial owners. Complete Part XVI.
- territory NFFE and/or NFFE affiliate of a publicly traded corporation. Complete Part XXIII.
- Excepted nonfinancial group entity. Complete Part XVIII.
- Excepted nonfinancial group entity. Complete Part XVIII.
- Excepted nonfinancial start-up company. Complete Part XIX.
- Excepted nonfinancial entity in liquidation or bankruptcy. Complete Part XIX.
- 501(c) organization. Complete Part XIX.
- 501(c) organization. Complete Part XIX.
- 501(c) organization. Complete Part XIX.
- Publicly traded NFFE or NFFE affiliate of a publicly traded corporation. Complete Part XXIII.
- Direct reporting NFFE.
- Sponsored direct reporting NFFE. Complete Part XXVIII.
- Account that is not a financial account.

6 Permanent residence address (street, apt. or suite no., or rural route): Do not use a P.O. box or in-care-of address (other than a registered address).

| City or town, state or province. Include postal code where appropriate. |
| Country |

7 Mailing address (If different from above):

| City or town, state or province. Include postal code where appropriate. |
| Country |

8 U.S. taxpayer identification number (TIN), if required

| a | GIIN |
| b | Foreign TIN |

10 Reference number(s) (see instructions)

Note: Please complete remainder of the form including signing the form in Part XXX.

For Paperwork Reduction Act Notice, see separate instructions.